



NEIGHBORHOOD MATCHING GRANTS PROGRAM FALL 2007

APPLICATION CHECKLIST

Each application packet **must** include:

_____ **One unbound reproducible copy and one attached copy with original signatures of each of the following:**

_____ Letter of Invitation to submit a grant proposal as received from the City

_____ Completed Grant Application (form provided) and any additional pages that were needed

_____ Copy of the Fiscal Agent's IRS 501(c)3 Determination Letter and insurance.*

*Insurance waived for Neighborhood Associations

_____ If the Neighborhood Association is the fiscal agent, a copy of a recent bank statement

_____ If the Neighborhood Association is not the fiscal agent, proof of establishment via:

_____ A copy of the association's bylaws

_____ A copy of the association's officers or board members

_____ A copy of the associations most recent meeting minutes

_____ A copy of the association's recent bank statement

_____ (If incorporated by the State of Texas) A copy of the Articles of Incorporation

_____ Remember that your association must be registered with the City
(neighborhood watch and citizens on patrol groups must be registered with the APD)

_____ Proof of all match assets currently in your possession or promised if awarded this grant

_____ For cash match, bank statement must show balance is available

_____ Volunteer Commitment and Hold Harmless Agreements for Neighbor Labor
(forms provided)

_____ Donation Letters: goods, professional services and discounts (form provided)

_____ Proof of adjacent property owners' support

_____ Proof of property owners permission (if not public property)

_____ Before Photographs

_____ Sketch/ site plan/ landscape plan of improvements (if applicable)

_____ Any documents showing community support (not required but suggested)